

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE  
NO. 26-60

29 November 1960

SUBJECT: Contributions to Training Effort

1. Personnel in the Office of Training have a diversity of skills, experience and interests from which written material could be produced to make available to others the lessons that have been learned from actual working situations. Officers serving with OTR, whatever their current professional duties, are contributors to the total training effort. An important part of their contribution should be the permanent recording of these lessons.

2. Effective 2 January 1961, therefore, each officer serving in OTR will produce two papers during each year of his tour. In general, the preferred format is that which is suitable for presentation as a lecture. Papers primarily useful for background reading, however, also will be acceptable.

3. Each officer whose OTR service has begun prior to 15 December 1960 and will extend beyond 1 July 1961 should complete his first paper by 1 July 1961 and an additional one for each six months or fraction thereof (three months or more) remaining in his tour.

4. Each officer will submit to the DTR by 15 December 1960, and thereafter semi-annually beginning with 15 June 1961, a list of three subjects of his own selection, one of which will be approved by the DTR as the current semi-annual assignment. Officers who plan to draw on material from operational files of the Clandestine Services or from open files of other agency components will first obtain the approval of the appropriate component officials.

5. Each paper must be sufficiently detailed to provide a clear account of the operation or skill discussed and of such length as to permit its use as a 35- or 40-minute lecture. In number of words, therefore, 4,000 is the minimum recommended.

6. [REDACTED] individuals and places will not be used in operational papers. In all other aspects, the writer will apply his good judgment in security matters.

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7. Papers will be submitted through the writer's staff or school chief to DTR, who will determine the disposition of each. Each paper will be typed in triplicate and will be accompanied by a precis of its content, not to exceed one-half page. Staff and school chiefs should review the papers prior to passing them on to the DTR, and append their views as to the lasting value of each as a contribution to the OTR inventory.

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MATTHEW BAIRD  
Director of Training

Distribution:  
OTR - Key 1C

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